



State of California  
**Employment Training Panel**

Training Proposal for:  
**El Camino Community College District, Center for  
Applied Competitive Technologies (CACT)**

**Agreement Number: ET09-0240**

Panel Meeting of: **October 17, 2008**

ETP Regional Office: **North Hollywood**

Analyst: M. Tolentino

**PROJECT PROFILE**

Contract  
Type: Priority/Retrainee  
SB Retrainee  
Retrainee  
Priority/SB<100

Industry  
Sector(s): Various Industries

Counties  
Served: Statewide

Repeat  
Contractor: ☒ Yes ☐ No

Union(s): ☐ Yes ☒ No  
None Of The Core Group Of  
Employers Is Represented By A  
Collective Bargaining Agreement

Priority  
Industry: ☒ Yes ☒ No

Turnover Rate %	Manager/ Supervisor %
≤20%	≤20%

**FUNDING DETAIL**

Program Costs	Support Costs	Total ETP Funding
\$794,440	\$54,952	\$849,392

In-Kind Contribution
\$754,000

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Average No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Priority/Retrainee	Business Skills, Computer Skills, Continuous Improvement, Literacy Skills, Manufacturing Skills	300	24-64	0	\$962	\$12.85
				Weighted Avg: 50			
2	Retrainee	Business Skills, Computer Skills, Continuous Improvement, Literacy Skills, Manufacturing Skills	100	24-64	0	\$802	\$12.85
				Weighted Avg: 50			
3	Priority/SB<100	Business Skills, Computer Skills, Continuous Improvement, Literacy Skills, Manufacturing Skills	63	24-160	0	\$2,224	\$12.85
				Weighted Avg: 80			
4	SB Retrainee	Business Skills, Computer Skills, Continuous Improvement, Literacy Skills, Manufacturing Skills	80	24-160	0	\$1,176	\$12.85
				Weighted Avg: 50			
5	Priority/Retrainee	Business Skills, Computer Skills, Continuous Improvement, Literacy Skills, Manufacturing Skills	100	40-160	0	\$1,540	\$12.85
				Weighted Avg: 80			
6	Priority/Retrainee	Advanced Technology	60	24-160	80	\$1,540	\$15.00
				Weighted Avg: 80			

**Minimum Wage by County:** \$14.02 for Alameda, Contra Costa, Los Angeles, Marin, Orange, San Francisco, San Mateo, Santa Clara, Santa Cruz counties; \$13.58 for Sacramento County; \$13.37 for San Diego County; \$13.28 for Ventura County; and \$12.85 for all other counties.

**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:** ☐ Yes ☐ No ☒ Maybe

Participating employers may use health benefits to meet the Post-Retention Wage.

**Other Benefits:** Vary among participating employers

Wage Range by Occupation	
Occupation Title	Wage Range
Administration Staff	
Engineer	
Manager	
Operator	
Production Worker	
Shipping/Receiving Clerk	
Shop Lead	
Supervisor	

## **INTRODUCTION**

In this proposal, El Camino Community College District, Center for Applied Competitive Technologies (CACT) (El Camino CACT) seeks funding for retraining as outlined below:

Founded in 1946, El Camino Community College District is a two-year community college offering academic and vocational educational programs. In 1991, the college established the Center for Applied Competitive Technologies as a program designed to implement a strategic priority of the California Community Colleges Economic Development Program (ED>Net). The goal of the program is to advance California's economic growth and global competitiveness through education, training, and services that contribute to continuous workforce development, technology deployment, and business development. El Camino CACT provides customized training, workshops, and technical assistance to companies with 500 or fewer employees.

The applicant is eligible for ETP funding under Unemployment Insurance Code section 10205(c)(2) as a training agency. Participating employers will qualify for Panel funding under Title 22, California Code of Regulations (CCR), Section 4416, as manufacturers or other companies facing out-of-state competition.

This will be the seventh Agreement between El Camino CACT and the Employment Training Panel. El Camino CACT is requesting ETP funds to assist its participating employers in upgrading the skills of their employees to increase productivity, respond to customer demands, and improve the employment security of California workers.

The proposed training will be provided to eligible employers Statewide. A majority of the training sessions (89%) will be conducted at the employers' facilities; the remainder will be held at El Camino CACT's facility.

The sessions at El Camino CACT will cover Advanced Technology training in 3D software training for the aerospace industry. Most companies do not have a facility to offer training in this subject. The El Camino CACT facility is equipped to train 10 employees at a time in a classroom environment.

To customize training for each employer, El Camino CACT will conduct a training assessment prior to training to determine the level of training, the hours of training, and the software to be utilized in training. El Camino CACT will use printouts and other tools from the employer's worksite and trainees are also encouraged to bring examples from work so training can be applied to their day-to-day workload.

## **PROJECT DETAILS**

### **Employer Recruitment**

The applicant's marketing efforts include contacting new companies; networking closely with past manufacturing clients; interacting with the employer and employees, utilizing evaluations to determine the success of the training and future training that may be needed; and maintaining close and sound relationships with industry associations. El Camino CACT also maintains an extensive database of manufacturing companies in its region and mails various marketing materials such as advertisements of upcoming events.

Most participating employers will be supplier manufacturers for the aerospace industry. These companies are facing constant demands to stay competitive. They go to El Camino CACT to learn the latest techniques for Lean Manufacturing Production, aerospace quality systems techniques to meet Boeing's D1-9000 Quality Standards, or the automotive industry's QS-9000 Quality in Manufacturing Standards.

Other manufactures that need to meet the equally rigorous ISO-9000 quality standards are expected to participate. To be successful, these companies and their employees must learn these techniques and adopt them and practice them in their day-to-day business.

The applicant is requesting ETP assistance to provide workers with training in the following types of training:

**Business Skills** training will enable workers to utilize effective communication techniques to enhance interactions with others and improve customer service.

**Computer Skills** training will provide workers the knowledge and skills to be competent in utilizing new or upgraded systems.

**Continuous Improvement** training will allow employers to upgrade the skills of its workforce in teamwork, problem solving, and leadership skills.

**Literacy Skills** training will meet the ongoing need to improve written and verbal communication skills for individuals for whom English is their second language. Under the demands of aerospace supplier quality standards, companies must prove to on-site auditors that they are, in-fact, following quality standards on a day-to-day basis. As a result, auditors question employees at all levels regarding specific process steps. Therefore, it is necessary for employees to have the literacy skills to be able to understand and explain their work processes to the auditors as the work processes relate to company productivity and quality.

**Manufacturing Skills** will provide trainees the skills pertaining to shop measurements, geometric dimensions and tolerances, blueprint reading, and other manufacturing topics. This training will improve productivity, quality, efficiencies, and reduce waste in the company's processes.

### **Advanced Technology**

El Camino CACT requests the higher reimbursement rate for the AT courses identified in the Curriculum. (See Exhibit B.) Engineers and Operators will receive between 24 to 160 hours of class/lab instruction with a trainer-to-trainee ratio of 1:10. The college's representatives report that these courses are highly technical with a small trainer to trainee ratio for class training. It requires an advanced level of knowledge, skills and competencies fro trainees to utilize the

recent advances in 3-D computer aided-design and computer-aided manufacturing. Class size will be capped at 10 trainees to allow in-depth coverage and personal attention from the instructor.

### **Commitment to Training**

El Camino CACT represents that ETP funds will not displace the existing financial commitment to training of participating employers. Indeed, the college anticipates that the opportunity for enhanced training made possible by ETP funds will encourage an ongoing financial commitment in this area. Safety training is, and will continue to be, provided by participating employers in accordance with all pertinent requirements under state and federal law.

El Camino CACT representatives state that each of the employers represented in this proposal is focused on improving and maintaining its competitiveness and market share. These employers look to El Camino CACT and to ETP as a source for funding that enables them to expand their ongoing training programs to include professionally designed and delivered training of a more technical nature. Participating employers provide on-going training such as safety training, one-on-one training, and reimbursement for college courses and seminars. Core employers have delivered training on their own, in subjects such as ISO, Boeing D1-9000, Six Sigma – Greenbelt training, Lock-out, Tag-out Safety training, engineering problem solving at the introductory or overview level, delivered at workshops, seminars, and plant training meetings.

The proposed training will provide employers with the more rigorous basic technical skills and soft skills training such as problem solving, teambuilding, and effective leadership techniques that require a more formalized training approach and more educational and experiential resources than most companies have or can afford.

Several of the core participating employers have received ETP training in the past. However, most of the workers have not participated, so the training they will receive in this proposal will be funded for the first time. Trainees that have benefited from past ETP-funded training will be trained in new areas that continue their growth and enhance the performance of the company.

### **RECOMMENDATION**

For the reasons set forth above, staff recommends approval of this proposal.

### **ACTIVE PROJECTS**

The following table summarizes performance by El Camino CACT under an active ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees (Average)	No. Completed Training	No. Retained
ET07-0231	\$1,561,650	12/31/06 - 12/30/08	1,140	851	785

The contractor's representatives anticipate completing more than the number of trainees specified in the Agreement. However, they will only earn approximately \$800,000 or 51% of the Agreement Amount. El Camino CACT representatives state that during the development stage, participating employers committed to an average of 90 hours of training for their workers. However, due to the economic

recession, many participating employers pared down their initial request to 24 to 80 hours of training which affected the Contractor's ETP reimbursement.

Although the applicant is requesting a range of 24 to 160 hours of training in the proposed training program, the average training hours will be between 50 to 80 hours. This will help ensure the applicant can utilize ETP funding more effectively and improve its ETP performance.

### **PRIOR PROJECTS**

The following table summarizes performance by the El Camino CACT under ETP Agreements within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned
ET03-0158	Statewide	10/3/02 – 10/2/04	\$505,843	\$468,303 (92%)
ET04-0525	Statewide	12/31/03 – 12/30/05	\$756,600	\$578,487 (76%)

### **DEVELOPMENT SERVICES**

N/A

### **ADMINISTRATIVE SERVICES**

N/A

### **TRAINING VENDORS**

N/A

**Exhibit B: Menu Curriculum****Class/Lab Hours**  
**24-160**

Trainees will receive one or more of the following subjects:

**BUSINESS SKILLS**

- Business Grammar and Writing Skills
- Communication Skills
- Conflict Resolution and Management
- Customer Service
- Finance for Non-Finance People
- Goal Setting
- Managing Change
- Performance Management Skills
- Project Coordination

**COMPUTER SKILLS**

- Access
- CAD Cam Engineering Software Training
- E- Commerce
- Enterprise and Manufacturing Management System
- Microsoft Office Advanced
- Multimedia
- Quickbooks
- CAD CAM
- 3D MODELING

**For Small Businesses Only**

- Microsoft Office

**CONTINUOUS IMPROVEMENT**

- Design of Experiments (DOE)
- Frontline Leadership Skills
- International Trade
- ISO Auditor Training
- Kaizen
- Lean Manufacturing
- Problem Solving
- Process Improvement
- Process Mapping
- Project Management
- Quality Function Deployment (QFD)
- Root Cause Analysis
- Set-Up Time Reduction/5S
- Six Sigma
- Statistical Process Control (SPC)
- Team Building
- Time Management

**LITERACY SKILLS** *(VESL/Basic Math cannot exceed 45% of job skills training hours)*

- Vocational English as a Second Language (VESL)
  - Basic Workplace Terminology
  - Introduction of Process Terminology
  - Written Communications
  - Understanding Manuals and Reports
- Basic Math

**MANUFACTURING SKILLS**

- Aircraft Structures and Assembly
- Beverage Equipment Service
- Blueprint Reading
- Geometric Dimension and Tolerances
- Machining Fundamentals
- Numerical Control Fundamentals
- Shop Measurements
- Welding/ Soldering

**ADVANCED TECHNOLOGY**

- CATIA (Computer-Aided Three Dimensional Interactive Application)
- PRO E
- MASTER CAM
- SolidWorks



## Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: El Camino (CACT)

CCG No.: ET09-0240

Reference No: 08-0911

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PRINT OR TYPE

Company: Adams Rite Aerospace, Inc.

Address: 4141 N. Palm

City, State, Zip: Fullerton, CA 92835

Contact Person/Title: Jodi Taylor, Human Resources Manager

Telephone No: (714) 278-6340

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 60

Total # of full-time company employees worldwide: 196

Total # of full-time company employees in California: 196

Company: B.E. Aerospace

Address: 7555 Fenwick Lane

City, State, Zip: Westminster, California 92683

Contact Person/ Title: Gilbert Covarrubias, Human Resources Manager

Telephone No.: (714) 262-5060

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained under this Agreement: 60

Total # of full-time company employees worldwide: 6,296

Total # of full-time company employees in California: 580

Company: Moog Inc. – Aircraft Group

Address: 20263 Western Avenue

City, State, Zip: Torrance, California 90501

Contact Person/Title: Deni Garrett, Employer Development Manager

Telephone No.: (310) 618-7245

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 50

Total # of full-time company employees worldwide: 8500

Total # of full-time company employees in California: 450

## Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: El Camino (CACT)

CCG No.: ET09-0240

Reference No: 08-0911

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PRINT OR TYPE

Company: Nearfield Systems, Inc.

Address: 19730 Magellan Drive

City, State, Zip: Torrance, California 90502

Contact Person/ Title: Peter Bond, Controller

Telephone No: (310) 525-7014

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 30

Total # of full-time employees worldwide: 52

Total # of full- time employees in California: 48

Company: Omni Metal Finishing, Inc.

Address: 11665 Coley River Circle

City, State, Zip: Fountain Valley, California 92708

Contact Person/Title: Ramiro Salazar, Secretary

Telephone No.: (714) 979-9414

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 40

Total # of full-time company employees worldwide: 102

Total # of full-time company employees in California: 102

Company: Swift-Cor Aerospace

Address: 344 W. 157<sup>th</sup> Street

City, State, Zip: Gardena, California 90275

Contact Person/ Title: Cecilia Mauricio, Human Resources Manager

Telephone No: (310) 354-1203

Collective Bargaining Unit: N/A

Estimated # of employees to be retrained under this Agreement: 120

Total # of full-time company employees worldwide: 273

Total # of full-time company employees in California: 230

**Participating Employers in Retrainee  
Multiple Employer Contracts**

Contractor's Name: El Camino (CACT)

CCG No.: ET09-0240

Reference No: 08-0911

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PRINT OR TYPE

Company: Weber Metals Inc.

Address: 16706 Garfield Ave

City, State, Zip: Paramount, California 90723

Contact Person/ Title: Paul Dennis, VP of Finance

Telephone No: (562) 602-0260

Collective Bargaining Unit: N/A

Estimated # of employees to be retrained under this Agreement: 150

Total # of full-time company employees worldwide: 237

Total # of full- time company employees in California: 237